

## Guidelines for Club Sport and Recreation Student Organizations

- Chapman University is proud to have [10 men's and 11 women's sports teams](#) that compete at the NCAA Division III level. Currently, the university does not allow competitive club sport teams for which there is an existing NCAA team.
- Definitions
  - Varsity Sports: teams that are recognized through NCAA and administered by the Athletics Department
  - Club Sports: teams that represent the university and compete against other university club teams, but are not recognized by the university as NCAA sports; administered by the Athletics Department
  - Recreation, Fitness, and Wellness Clubs: groups who may play or study a sport, but do not participate in collegiate level athletic competitions; may play in city or adult leagues; administered by the Department of Student Engagement
- To become a Club Sport: If you are interested in starting a competitive club team for a sport for which the university *does not* have an NCAA team, the group must do the following:
  - Meet with Mary Cahill, Director of Club Sports to discuss your plans and the requirement
  - Submit a new club proposal and become recognized by the Department of Student Engagement as a Recreation, Fitness, and Wellness Club (see below)
  - Be established as a non-competing Recreation, Fitness, and Wellness Club **for at least one year prior to competition** to accomplish the following requirements set forth by Athletics:
    - Be added to Chapman University insurance policy by the Risk Management office
    - Establish any necessary contracts with off campus facilities
    - Hire coach(es) through Human Resources
    - Open an on campus account, and obtain and maintain at least \$10,000 in funding (to be used for travel, uniforms, coach payroll, athletic trainers)
    - Submit and maintain a roster with minimum number of players set by Athletics
    - Ensure all players get a physical, track it accordingly, and submit to Mary Cahill
    - Ensure all players submit proof of health insurance to Mary Cahill
    - Ensure all players complete a waiver of liability and submit to Mary Cahill
  - Adhere to all university policies and procedures, with special attention to those in the Student Organizations Policies and Procedures handbook
- To become a Recreation, Fitness, and Wellness Club: If you are interested in starting a club to play or study a sport and only compete on campus and/or in city or adult leagues, the group must do the following:
  - Submit a new club proposal with the following materials and become recognized by the Department of Student Engagement
    - New club proposal form at [engage.chapman.edu](http://engage.chapman.edu)
    - Constitution
    - Risk management plan
    - Name and contact information of on campus faculty/staff advisor
  - Adhere to all university policies and procedures, with special attention to those in the Student Organizations Policies and Procedures handbook
    - **Note: Recreation, Fitness, and Wellness Clubs participating in city or adult leagues may not name, print uniforms, or register the group for participation using Chapman's name (e.g. Chapman Tennis Team).**
  - Attend President's Leadership Summit, Executive Board Conference, and President's Meetings throughout the year
  - Submit an accurate End of Semester Report every semester